

EDITED KSA LISTING

CLASS: RESEARCH PROGRAM SPECIALIST II (Social/Behavioral)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Comprehensive knowledge of social research methods and techniques to conduct major research projects and statistical studies of criminal justice issues.
K2.	General knowledge of statistical software packages and standardized research models to analyze data.
K3.	Comprehensive knowledge of statistical methods used in the analysis of data.
K4.	Comprehensive knowledge of survey methods and sampling techniques.
K5.	General knowledge of operations research methods to conduct major research projects and statistical studies of correctional programs.
K6.	Comprehensive knowledge of social science, correctional and/or criminal justice theory and practices in understanding the scope and nature of correctional research.
K7.	General knowledge of confidentiality issues and the handling of sensitive information related to inmate and parolee identity, files, and data.
K8.	Comprehensive knowledge of the best practices related to assigned correctional issue(s) (e.g, .re-entry, inmate programs, etc.).
K9.	General knowledge of CDCR's programs, policies, organizational structure and history of the department in order to effectively design, develop and direct major research projects.

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	Skill to:
S1.	Skill to communicate effectively (oral, written) with individuals and groups lacking a research background related to the area of correctional research.
S2.	Skill to analyze quantitative and qualitative data from a variety of sources and make recommendations based upon these analyses.
S3.	Skill to independently design, implement, assess and evaluate correctional research projects.
S4.	Skill to independently prepare and present technical reports to disseminate information and results to CDCR staff, state legislature and other governmental and non-governmental entities.
S5.	Skill to establish and maintain cooperative relationships with a diverse population in a variety of settings (e.g., workplace, institutions, field sites, etc.).
S6.	Skills to train, oversee, and direct staff in the collection and analysis of data.
S7.	Skill to operate personal computers and mainframe networks to retrieve, process, and analyze sophisticated data systems.
S8.	Skill to direct major research projects to meet guidelines and timeframes and to produce deliverables.

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	Special Personal Characteristics:
1.	Work independently with little supervision to conduct criminal justice and statistical studies.
2.	Utilize initiative to identify alternative sources of data/information, research methods, and/or research project implementation to increase study veracity and efficiency.
3.	Maintain flexibility to meet the needs of the Department while working in a multi-task and fluid work environment.
4.	Demonstrate tactfulness in the reporting and disclosure of information, results of research, and recommendations to department and non-departmental sources.
5.	Maintain professionalism while conducting duties as a representative of the Department and the State of California.

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	Willingness Statements:
1.	Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, wear protective clothing & apparatus, etc.) applicable to specific work assignments
2.	Willingness to comply with annual tuberculosis screening requirements
3.	Willingness to abide by and adhere to the institutional dress code.
4.	Willingness to comply with departmental training requirements
5.	Willingness to report dangerous situations/contraband to supervisors and/or custody staff.
6.	Willingness to visit a State correctional facility on occasion as part of your assigned duties.
7.	Willingness to work with inmates/wards/parolees including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders.
8.	Willingness to work around peace officers armed with chemical agents and/or weapons.
9.	Willingness to work with potentially hostile and/or aggressive patients.
10.	Willingness to participate in departmental legal activities (e.g., serve as an expert witness or material witness; serve as a defendant, etc.)
11.	Willingness to participate in the audit process.
12.	Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to other employees, outside consultants, and/or members of the public.
13.	Willingness to report unethical and/or illegal behavior on the part of departmental staff.
14.	Willingness to promote positive, collaborative, professional working relations among co-workers both within and outside of the work unit.
15.	Willingness to train and supervise staff.
16.	Willingness to participate in team meetings, committees, special projects, etc. as required and/or assigned by your supervisor/manager.
17.	Willingness to drive a departmental vehicle for part or your entire assigned shift.
18.	Willingness to have and maintain a valid California driver's license appropriate to the type of vehicle your work duties require you to drive.

Bold text-indicates not on Classification Spec.

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	Willingness Statements (cont.)
19.	Willingness to work at remote sites and location alone or with very little interaction with others.